

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive policy statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that a substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. § 41-1033 for a review of the statement.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### DEPARTMENT OF LIQUOR LICENSES AND CONTROL

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Guidelines for Compliance Penalty Structure, Compliance Section

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issue and effective date: February 15, 2000

Revision dates: November 15, 2004; June 13, 2003; November 7, 2000

**3. Summary of the contents of the substantive policy statement:**

Guidelines for the Compliance Penalty Structure

**4. A statement as to whether the substantive policy statement is a new statement or a revision**

This is a revised policy statement

**5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:**

Compliance Division  
800 W. Washington, 5th Floor  
Phoenix, AZ 85007  
(602) 542-9043

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

A copy of the substantive policy statement can be obtained for a fee of 10¢ per page at the Department of Liquor Licenses and Control located at 800 W. Washington, 5th Floor, Phoenix, AZ 85007.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### DEPARTMENT OF REAL ESTATE

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

Electronic Signatures, No. 2004.14

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Issue and effective date: November 5, 2004

**3. Summary of the contents of the substantive policy statement:**

The circumstances under which a broker may use an electronic signature and date on contracts, listing agreements and similar documents to reflect the broker has reviewed and approved the documents.

The federal or state constitutional provision, federal or state statute, administrative rule or regulation, or final court judgment that underlies the substantive policy statement: A.R.S. §§ 44-7031, 32-2151.01, A.A.C. R4-28-1103

**4. A statement as to whether the substantive policy statement is a new statement or a revision**

This is a new statement.

**5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Cindy Wilkinson

**Notices of Substantive Policy Statements**

Address: Arizona Department of Real Estate  
2910 N. 44th St., 1st Floor  
Phoenix, AZ 85018

Telephone: (602) 468-1414, ext. 135

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

A copy of the substantive policy statement may be downloaded from the Department's Web site (<http://www.re.state.az.us>), or it may be obtained from the Department for a fee of 25¢ per page copying charge.